How to Obtain Blank Form and File Water Use or Zero Use Online

Obtaining Blank Forms Online

Use this option if the form you are filling cannot be filed online. The five forms that can be filed online are listed below the topic "Filing Water Use Online" below.

Filing water use online

If the form you need to file is listed below, you will need to either file online or contact ADWR by phone (602-771-8585) or email (earp@azwater.gov). PLEASE NOTE: You no longer need a login or password to file online.

- 1. GW Summury (IGRs that may pump from wells, deliver to other rights or authorities, or use GFS (also known as in-lieu) water
- 2. ID Summary (IGRs that di not pump from wells)
- 3. Short Form Summary (Type II Non-IGRs or Groundwater Withdrawal Permit with annual allotments of 10 acres feet or less
- 4. Individual Users Summary (Turf facilities that typacally don't have their own right or permit but receive water from cities, towns, private water companies or irrigation districts.
- 5. Irrigation Non-Expansion Area (INA) Summary (Irrigation or Non-Irrigation authorities in Douglas, Joseph City or Harquahala INA)

Filing Zero water use online

Zero Use reports ca be filed for all summary types except for Best Management Practices participants (BMPs, 88-) or Long Term Storage Accounts Holders (70S)

Obtaining Blank Forms Online

A. Starting from the very first screen of the AMA Electronic Annual Report Screen, Click "Next"

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES 2013 ELECTRONIC ANNUAL REPORT PROCESS

2013 Annual Reports Filing Deadlines

2014 DUE DATES

- If submitted electronically, no later than 11:59 PM (Arizona time) on Monday, March 31st, 2014
- If submitted via regular mail, the report must be postmarked no later than March 31st, 2014
- If hand delivered, the report must be received no later than 5:00 PM, March 31st, 2014

2013 Designation of Adequate Water Supply and Community Water System Annual Reports are due no later than June 1st, 2014

NOTE: If you are using Internet Explorer 8 or above, you will need to enable compatibility mode in Internet Explorer.

Next

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B. Read through the introduction page, then click "Next":

Help

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL

Annual Reports are due March 31st, 2014 for the 2013 Reporting Year Designation of Adequate Water Supply Reports are due June 1st, 2014 for the 2013 Reporting Year

Online reporting provides a more efficient means to report and file five types of annual water use report forms and ZeroUse reports.

Just follow these five easy steps:

- Step 1 Provide ADWR Right/Permit/User ID number (xx-XXXXXX.xxxx).
- Step 2 Verify owner and reporting party information.
- Step 3 Verify basic right/permit information.
- Step 4 Input annual report data.
- Step 5 Review and submit annual report data.

 Once you verify that the data is correct, you will pay any applicable fees, submit the report, and a receipt will be generated for you.

If you have questions, please contact ADWR via e-mail or by phone at (602)771-8585.

NOTE: If you are using Internet Explorer 8 you will need to enable compatibility mode in Internet Explorer.



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C. Strep 1 – Provide ADWR Right Number:

- Enter the right, permit or authority number in the XX-XXXXXXXXXX format
- Select the "Yes" radio button
- Click on the "Next" button



- You just need to first enter your email in the blank below the label reading, "Enter your email address to receive the form in pdf format". As shown below and
- Then click on the button that says, "Please email the form to me".
- The online tool will return a message in red saying, "An email will be sent to earp@azwater.gov in a few minutes containing the requested annual report forms." The email will come from NOREPLY@AZWATER.GOV. For some people, the email may get blocked by spam blockers.
- You can then print out the forms, fill them out and return them to DWR.

The right/permit number and 2013 water-use information for t	the IRD Summary, cannot currently be reported online.	
Please enter your email address below and click on: "Pleae em	nail the form to me" so you can print it, fill it out, and mail it to the Department no later than March 31, 2014.	
Right/Permit Number: 57-002520 0000		
Enter your email address to receive the form in pdf format:		
earp@azwater.gov		
Start an Annual Report for a different right/permit number	Please email the form to me	
Arizona Department of Water Resources	Effective November 28th, 2005, <u>our location</u> & <u>Driving Directions</u> to ADWR	Phone: (602) 771-8500
3550 N. Central Avenue Phoenix, Arizona 85012	ADWR privacy and web site <u>Disclaimer</u> .	Long Distance within Arizona: (800) 352-8488 Fax: (602) 771-8684
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Filing Water Use Online

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Phone: (602) 771-8500 Long Distance within Arizona: (800) 352-8488 Fax: (602) 771-8684

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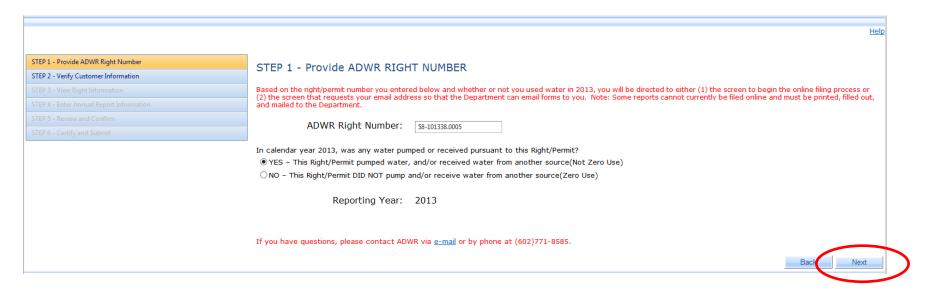
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- C. Enter right or permit number and select the radio button for "Yes" (water was used in 2012) as shown in the screen immediately below.
- Click "Next"



D. Step 2 Verify Customer Information through Step 4 Enter Annual Report Information

From that point on, there are links to help sections within the eAR program to help you through the rest of the process. Please note, you must be in edit mode (blue dotted lines) to make any changes/edits to your data.

TO ENTER NEW DATA, click on ♣. TO UPDATE EXISTING DATA, click on ♠ Edit button. CLICK ✔ after entering new or update existing data.

E. Screen 5 is the last one and it allows you to review and confirm what you entered earlier, and pay fees, if applicable. You must complete the name, title, email and phone number, and check the checkbox before you click the "Submit Report" button. Please note that this page in NOT a receipt of submittal. It is provided so that you may view and/or print your data before finalizing your report. Click on the "Submit Report" button at the bottom of the page to complete the reporting process. PLEASE MAKE SURE TO DISABLE THE POP UP BLOCKER SO THAT YOU CAN VIEW AND PRINT YOUR RECEIPT.

Fee section:				
		Withdrawal Fee:	\$0.00	
		Late Report Fee:	\$0.00	
		Late Payment Fee:	\$0.00	
		Total Fees Due:	\$0.00	
Name:	Title:		Date:1/14/2014 8:48:29 AM	1
Email:	Phone:			
\square I hereby certify, under penalty of perjury, that	the information contained in this re	port is, to the best of my knowledge and	belief, true, correct and comp	olete.
o view receipt(s), please disable all the <u>pop-up block</u>	ters.			
			Back Submit Re	port

FILING ZERO WATER USE ONLINE

A. Starting from the very first screen of the AMA Electronic Annual Report Screen, Click "Next"

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B. Read through the introduction page, then click "Next":

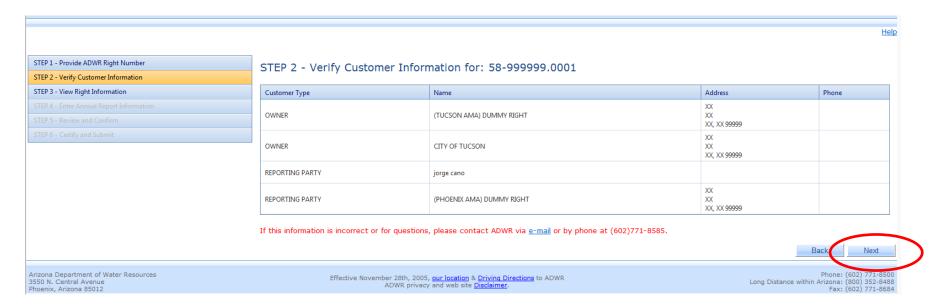
Help WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL Annual Reports are due March 31st, 2014 for the 2013 Reporting Year Designation of Adequate Water Supply Reports are due June 1st, 2014 for the 2013 Reporting Year Online reporting provides a more efficient means to report and file five types of annual water use report forms and ZeroUse reports. Just follow these five easy steps: Step 1 Provide ADWR Right/Permit/User ID number (xx-XXXXXX.xxxx). Step 2 Verify owner and reporting party information. Step 3 Verify basic right/permit information. Step 4 Input annual report data. Step 5 Review and submit annual report data. Once you verify that the data is correct, you will pay any applicable fees, submit the report, and a receipt will be generated for you. If you have questions, please contact ADWR via e-mail or by phone at (602)771-8585. NOTE: If you are using Internet Explorer 8 you will need to enable compatibility mode in Internet Explorer. Next

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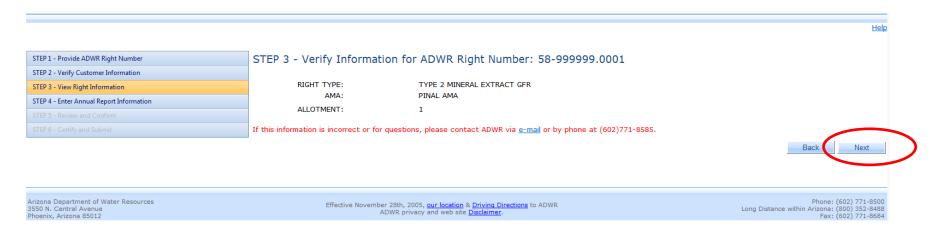
C. Enter right or permit number and select the radio button for "no" (water was not used in 2012) as shown in the screen immediately below.



D. The next step is Step 2 – Verify Customer Information. If any of the information is incorrect, please notify us. In most cases, you can continue on with the filling process even if something is not correct.



E. The next step is Step 3 – Verify Information for the Right or Permit Number. If any of the information is incorrect, please notify is. In most cases, you can continue on with the filling process even if something is not correct.



F. STEP 4 – INFORMATION: You will be asked here to confirm that no water was pumped from a well or received from any other source and then used pursuant to the right, permit or authority. If that is the case, click "Next" to file a zero water use report.



G. Step 5 – Review and Confirm. This screen allows you to review what you have indicated previously before you submit, and pay any applicable fees. If you are filing zero use and on time, no fees will be due. Please complete the name, title, email and phone banks, and check the box indicating you are filing truthfully, correctly and complete. Please be sure the disable pop-up blockers and the click on the "Submit Report" button.

	RIGHT NUMBER: 58-999999.0001 Reporting Year: 2013		<u>Help</u>
STEP 1 - Provide ADWR Right Number	STEP 5 - Review and Confirm		
STEP 2 - Verify Customer Information	* No water was pumped from a well		
STEP 3 - View Right Information	* No water was received from another source, and used pursuant to this right/permit. Sources from which water would be received include:		
STEP 4 - ZeroUse Report	Municipal Provider		
STEP 5 - Review and Submit	Irrigation District Provider Grandfathered Right Any type of Withdrawal Permit		
	Any other water source		
	Please note that this page is NOT a receipt of submittal. It is provided so that you may view and/or pri bottom of this page to complete the reporting process. A receipt will be generated at that time if it required to pay them on the next screen after the Submit button is clicked. You may pay by crefees are paid. Fee section:	no fees are applicable. If withdrawal or late	fees apply to this report, you will be
	Name: dwr tester Title: water specialist Email: earp@azwater.gov Phone: 602-771-8585	the best of my knowledge and belief two	Date:1/14/2014 10:20:05 AM
	☑ I hereby certify, under penalty of perjury, that the information contained in this report is, to the receipt(s), please disable all the pop-up blockers.	ine vest of my knowledge and belief, true,	Back Submit Report